

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: C/SS/ORD 706 Ames		EXTENSION 2637	NO. DATE 15 September 1972	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/P-C/ORD		9/15	S	Signature
2. EO/ORD		9/15	WJ	FYI
3. DD/ORD		15 Sept	G	Approval and Signature
4. D/ORD			[Signature]	Approval and Signature
5. C/SS/ORD				<p>Prior to approving any more personnel actions, I would like to see the minutes of the CSP meeting in which the action was discussed. I have not ^{yet} seen the meeting's minutes of the part two meeting.</p> <p style="text-align: right;">SL</p> <p>I presume in signing this that the promotion was in fact approved by the CSP.</p> <p style="text-align: right;">SL</p>
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15.				

ORD-5068-72

11 AUG 1972

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, CSP

SUBJECT : Recommendation for Promotion -
25X1A9a [REDACTED]
GS-5 to GS-6

25X1A9a

1. [REDACTED] has been a member of the ORD Procurement Management Staff since 27 September 1971. During her tenure she has proven to be a valuable member of the procurement team. She has demonstrated a willingness to cooperate in every way necessary for accomplishment of the overall mission of the Procurement Management Staff.

2. This employee has proven that she has the basic skills necessary for performance of the responsibilities of her position. It is noted that [REDACTED] is also interested in improving her skills as evidenced by the fact that she has been, for some time, participating in an Agency sponsored course directed toward improving shorthand capabilities. Her competence is considered by the writer as satisfactory for performance of her duties and responsibilities in PMS, and she regularly takes dictation and transcribes letters for professional staff members.

25X1A9a

25X1A9a

3. [REDACTED] has long Agency experience, with an EOD date of September 1961. During her tenure with the Agency she has achieved a level of GS-7; but, because of a resignation, was re-employed as a GS-5. This long Agency experience contributes to her value as a staff member in that it gives her a fuller appreciation of Agency efforts and inter-office relationships. She worked as a member of the Office of Research

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EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E.O. 11652, EXEMPTION CODE: 1
§ 5B(1), (2) (3) or (4) (one or more)
AUTOMATICALLY DECLASSIFIED ON
Approval of DCI
(unless impossible, insert date or event)

~~SECRET~~

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AND METHODS INVOLVED

and Development from June 1969 through March 1971, during which time she was a part of an operating division. Her experience in ORD, both as an employee of an operating division and a member of ORD/PMS, has contributed to making her eminently well qualified for the position which she presently occupies.

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4. It is recommended that [REDACTED] be promoted from a GS-5 to a GS-6.

25X1A9a

[REDACTED]
Chief, PMS/ORD/DD/S&T

RECOMMEND APPROVAL:

[REDACTED]

25X1A9a

8 SEP 1972

Chairman, Special Panel, CSP

Date

APPROVAL:

25X1A9a

[REDACTED]

14 SEP 1972

Director of Research & Development

Date

~~SECRET~~